



DBE NEWS

Idaho Transportation Department

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Liz Healas, Editor

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Inside!

DBE Supportive Svcs
Page 2

Invitations to Bid
Page 18

ITD Hwy
Construction
Contract Awards
Page 20

ITD Hwy
Construction
Projects for Bid
Page 19

Newsroom
Page 4

Non-ITD Projects
Page 21

September
Crossword
Page 17

Training
Opportunities
Page 8

Turbocharged
Broadband
Page 2

Statements of Confirmation

No, they're not new! Yes, we've been requiring them for five years now! Yes, that means ALL prime contractors must submit them along with their DBE Commitment Forms. So let's recap this whole "Statements of Confirmation" issue.

Let's say that you're a prime contractor who is the apparent low bidder on a federal-aid Idaho Transportation Department highway construction project that has a DBE goal.

This means you've got a lot of paperwork to fill out and return to ITD's Roadway Design Section before the contract can be awarded to you. Of course you know that this will include the DBE Commitment Form (ITD-2396).

However, the DBE Commitment Form can't be submitted alone and unaccompanied. It must have DBE Statements of

Confirmation along with it — a statement from each and every DBE you are committing to use.

So what is the DBE Statement of Confirmation?

It is a statement that lists out the work items that a DBE Owner believes will be performed by their company.

This list should be on the DBE Company's letterhead and verify that the DBE Company is aware that it is being committed to perform work items on a specific project.

It also should include a list of the work items

that the DBE Company believes it will be performing and the amounts that it believes it will be paid for each item.

Why is the DBE Statement of Confirmation needed?

It is required by the Code of Federal Regulation (CFR) 49 Part 26 under Section 26.53(b) (2) (v) where it states, "*Written confirmation from the DBE that it is participating in the contract as provided in the Prime Contractor's commitment.*"

The Statement of Confirmation verifies that the DBE Company is aware of the work items listed

(Continued on page 7)

The Disadvantaged Business Enterprise (DBE) Supportive Services Program is designed to assist minority, women and disadvantaged business owners in developing and promoting their businesses in the highway construction industry. It was created by the U.S. Department of Transportation and is administered by the Idaho Transportation Department with the funding and oversight of the Federal Highway Administration. Any concerns regarding the administration of this program should be directed to Julie Caldwell, EEO Contract Compliance Officer, or Karen Sparkman, EEO Manager, at the Idaho Transportation Department.

DBE Supportive Services

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(Office Hours are 8am - Noon, 1pm - 5pm, Mountain Time)

Notice: all state offices, including the Idaho Transportation Department, will be closed Monday, October 11 in observance of Columbus Day.

Where in Idaho is this? Hint: Charcoal for a nearby smelter that was active from 1885-1889 was produced here in 16 kilns. The site was placed on the National Register of Historic Places in 1972. [Answer to the August Issue: **Roosevelt Lake**, in the Frank Church/River of No Return Wilderness, north of Yellow Pine. Congratulations to Barbara Gardner of **The Gardner Company, Inc.** for her correct answer!]

Turbocharged Broadband Geek Project

This summer, the Coeur d'Alene Tribe broke ground for their state-of-the-art Community Technology Center (CTC) in Plummer, Idaho. The center is projected to open later this year.

The project is being financed by a \$2.78 million grant from the US Department of Agriculture's Rural Utility Service, along with a 15% in-kind match from the Coeur d'Alene Tribe.

The Tribe's Management

By Debby McCarthy
DBE Assistant

Information Systems Director, Valerie Fast Horse, was responsible for developing and submitting the grant application for the project. A vote was conducted to pick the name of the project: the winner was **"Turbocharged Broadband Geek Project"**.

The CTC will have 40 work stations that the community will be able to use for free. These

include five MAC, five Open Source and 30 Windows Program computers. Users will have access to e-business tools to help boost the reservation's economic prosperity.

The CTC is the heart of the tribe's wireless broadband Internet Service Provider (ISP). The ISP will provide high-speed wireless access to anyone living on or near the reserva-

tion at a price comparable to that of any other DSL or Cable Internet providers.

This will be a huge change for the people on the Coeur d'Alene Reservation since there is no other broadband Internet access of any kind available to them at this time.

The CTC will also offer broadband service for health clinics. This will enable the Benewah Medical Center to par-

(Continued on page 3)

DBE Update

There are no newly certified DBE Firms to report.

Be sure to check out our complete DBE Directory, visit on-line at:

www.itd.idaho.gov/civil/dbefirms.htm

This listing is updated on the first Monday of every month.

DBEs!

Contact our office *immediately* when you change your mailing or e-mail addresses, phone or fax numbers, etc. If WE don't know how to get in touch with you, contractors and consulting firms won't know, either!

(Also, DBE guidelines require DBE firms to notify us of all changes. This *particularly* includes change in ownership.)

(*BROADBAND*, Continued from page 2)

ticipate in many telemedicine activities, like sharing large data files such as medical record and x-rays with other health providers in a matter of seconds, not days. They will also be able to participate in video conferencing sessions with medical specialists across the nation.

The deployment of broadband technology will also initiate e-government activities. Development of a tribal web portal will give members better access to information about the Tribal Government and the services that are available to the tribe.

The Tribal Geographical Information Systems has already developed several projects that will use the computer technology to archive photos and catalog

anthropological and botanical work used by the Tribe.

The broadband technology will be used for education, too. The schools will have access to the web and other important information. There is a computer-based program that is being developed that will preserve the Coeur d'Alene Tribal language. Children in preschool will be able to look up words and find the equivalent in their native language.

Last but not least, the CTC will be used as a workforce training center. The CTC will host both technical- and non-technical-related classes. It will be able to offer interactive video conferencing classes presented by North Idaho College for college credit. The Center will utilize movable room dividers so that different training can take place at the same time.

Sound interesting? The Coeur d'Alene tribe has a live video cam on their website so that people can watch the progress of the CTC construction itself. For more information, visit: **www.cdatribe-nsn.gov**.



Valerie Fast Horse

Information Technology Director

Coeur d'Alene Tribe

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Newsroom

New Overtime Rules In Effect

The new rules, which became effective last month, guarantee overtime protections to 6.7 million workers earning \$23,660 per year or less. About 1.3 million salaried white collar workers will gain up to \$375 million in additional earnings per year. Another 5.4 million salaried workers will get a guarantee of overtime rights.

Download a slide presentation on the new overtime rules at www.dol.gov/esa/regs/compliance/whd/fairpay/main.htm (also available in Spanish), or view the various Fact Sheets by Exemption or Occupation.

SBA Breaks All-Time Loan Record

Agency Has Already Surpassed 2003 Loan Numbers

US Small Business Administration (SBA) Administrator Hector Barreto announced last month that, with almost two full months still remaining in fiscal year 2004, the SBA has already backed more loans in its 7(a) and 504 programs than ever before in its 51-year history.

As of August 6, the SBA's 7(a) loan program had guaranteed 67,493 loans in fiscal year 2004, more than the record 67,306 7(a) loans made in all of fiscal year 2003. In addition, the agency has backed 6,974 loans through its 504 program, surpassing the 2003 record of 6,863. The 2004 fiscal year ends on September 30. When compared to the same time period last year, these record-breaking numbers represent dramatic increases: 23% for 7(a) and 27% for 504.

"In 2003, the SBA set all-time records in its two major loan programs. It took us less than a year to break those records," Barreto said. "I am proud that our loan programs, and especially our flagship 7(a), are growing and reaching out to more small businesses than ever before. I am hopeful that we can continue this trend, particularly if the President's proposal to make 7(a) self-sustaining is approved by Congress.

"Breaking records like this is about more than making history," Barreto added. "This is good news for America's small business owners. It means that we are making a real difference in the lives of more and more entrepreneurs, and that they are going on to make a real difference in our economy. Over the last 11 months, American farms and businesses have created 1.5 million new jobs. We know that when the economy is growing and jobs are being created, small businesses are always in the lead."

Not only has the SBA broken overall lending records, but it has also already exceeded 2003 numbers for some of the fastest growing segments of the small business community. With almost two months still remaining in the 2004 fiscal year, the SBA has already surpassed the total 2003 number of loans to African Americans, Hispanics, Asian Americans, women and rural entrepreneurs.

When comparing with the same time period last year, the increases are even more dramatic. Loan guarantees to African Americans, Hispanics, and Asian Americans are 30% ahead of their totals at the same date last year. Loans to women are up by 25%, and rural loans are 11% ahead.

AGC Health Plan for Washington State

The Inland Northwest Associated General Contractors (AGC) and the AGC of Washington are pleased

(Continued on page 5)

(NEWSROOM, Continued from page 4)

to announce the new AGC Health Insurance Plan for the State of Washington for the construction industry. With coverage starting effective September 1, the Plan features a variety of health programs through Premera Blue Cross, along with dental, vision, group life and disability benefits.

Some of the aspects of the new plan include:

- Medical plan variety & choice
- Access to the largest network of providers & hospitals in Washington
- Prescription drug benefits & mail-order pharmacy benefits
- Life & disability insurance
- Dental plans
- Orthodontia
- Vision plans
- Dollar Bank administration specially designed to meet the needs of prevailing wage contractors
- Technology - online enrollment & updates, electronic funds transfer, 24-hour access to benefit plan information, billing, forms, preferred provider & drug lists
- Personalized website with your firm's health benefit information & secured access to claims status for employees
- One-stop call center
- COBRA administration (for groups of 20+ employees)
- LifeBalance® card with discounts for events & recreation
- Employee Assistance Program
- Human Resource Services
- HIPAA Administration
- Discount for premium payment by electronic funds transfer
- Flexible Benefit Plan administration (Section 125 plans)
- Preventive Care
- Alternative medicine/complimentary care coverage

For more information, contact John Nicklo or Margaret Huling at (800) 926-4715; or visit www.northwestagc.net to download the necessary forms.

Federal Contractors Must Post "Beck" Notice in Workplace

Executive Order 13201 (E.O. 13201) requires Government contracts and subcontracts to include an employee notice clause requiring non-exempt Federal contractors and subcontractors to post notices informing their employees that they have certain rights related to union membership and use of union dues and fees under Federal law.

The clause does not have to be included in government contracts for purchases below the Simplified Acquisition Threshold (currently \$100,000). Also, certain contractors or work sites are exempt from the Executive Order. The posting requirement does not apply to:

- Contractors with fewer than 15 employees,
- Contractor establishments or construction work sites where no union has been formally recognized by the prime contractor or certified as the exclusive bargaining representative of the prime contractor's employees,
- Contractor establishments where state law forbids enforcement of union-security clauses ("right-to-work" states), or
- Work performed outside the United States that does not involve the recruitment or employment of workers within the United States.

A sample "Beck" poster can be downloaded at: www.dol.gov/esa/regs/compliance/olms/BeckInfo.htm.

Busted! Tales from the OIG

Freight Broker Indicted by the Office of the Inspector General for Defrauding Trucking Companies

David Richard Shubert, owner and manager of Shubert Corporation of Denver, CO was indicted in US District Court in Denver on July 26 for defrauding trucking companies on brokered shipments.

(Continued on page 6)

(NEWSROOM, Continued from page 5)

Shubert allegedly failed to remit \$103,000 in fees for freight shipments made and thwarted the trucking companies' collection efforts by relocating and changing the name of his firm. In addition, Shubert allegedly provided fictitious motor carrier numbers and false surety bonds to the haulers.

The indictment charges that Shubert committed wire fraud, mail fraud, and made false statements. This is a joint investigation involving DOT-OIG and the FBI.

Note: As in any criminal case, a person is presumed innocent unless and until proven guilty. The charges filed merely contain allegations of criminal conduct.

www.business.idaho.gov is Idaho's New Business Website

Look here first for business tools, information, licenses, and forms from the State of Idaho whether your business is just beginning, new to Idaho or expanding. Information includes:

- Starting a Business
- Relocating a Business
- Running a Business
 - Business Incentives
 - Finances & Funding
 - International Trade
 - Licensing, Permitting & Regs
 - Selling to the Government
 - Taxes & Reporting
 - Workplace & Employees
 - Closing a Business
- Business News & Events
- Other on-line services such as:
 - Registering a New Business
 - Searching for Industrial & Commercial Properties
 - Business Entity Search
 - UCC/Lien Search
 - Sales & Use Tax Filing
 - Unemployment Insurance
 - Income Tax Withholding
 - Tax Payments
 - Post & Manage Job Listings
- And helpful information on topics including:
 - Professional Licenses
 - Idaho Business Directories

Contractors Sold Fake Surety Insurance & Bid Bonds

Cease & Desist Issued - Accused Still At Large

(HELENA) A Cease and Desist order was issued on August 24 on a man suspected of participating in a scam that used insurance certificates and fake contractor bonds to win bids of public works projects.

The man, Robert Joe Hanson, 46, of Las Vegas Nevada uses the company name Individual Surety, LTD and is not licensed in the State of Montana. Several small contracting companies in Montana have already been victimized by this scam.

Cease and Desist orders have also been issued in Nevada, Florida and Georgia against Hanson and Individual Surety, LTD and there is a warrant out for his arrest in California.

"Criminals will go to great lengths to commit fraud," said Montana State Auditor John Morrison. "I will continue to fight these unauthorized insurers preying on Montana's small contractors and businesses."

Hanson is accused of acting as an insurance producer and selling fraudulent surety insurance, bid and performance bonds to small contractors in Montana. The majority of solicitations were made in the in Butte area for construction projects at three locations in the State of Montana. Hanson illegally guaranteed surety bonds for \$185,000, \$13,900 and \$43,000. The construction bids made with these bonds totaled over \$4 million in Montana.

Investigators believe there are more Montana victims. Robert Joe Hanson's last known address was 2867 Destino Lane, Henderson, Nevada and Individual Surety, LTD was last listed at 6402 McLeod Dr. #5, Las Vegas, Nevada. He has previously done business as Millennium Bonding and Global Bonding and recently has been operating a business called I.S., a Native American Corporation.

If you are contacted by any of these entities or think you have been sold fraudulent surety insurance or bid bonds, please contact the Investigations Unit at the Montana State Auditor's Office at 1-800-332-6148.

(CONFIRMATION, Continued from page 1)

by the Prime Contactor on the Idaho Transportation Department's DBE Commitment Form. It also verifies that the DBE plans to perform those work items for the amounts listed.

Who provides the DBE Statement of Confirmation?

The DBE Company is responsible for providing the DBE Statement of Confirmation to the Prime Contractor.

Again, this document should be on the DBE Company's letterhead and include the statement that the DBE Company is aware that they are being committed to participate on a project. The statement should include a list of the work items that the DBE Company is going to perform and the amounts that the DBE will be paid.

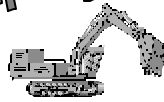
When is the DBE Statement of Confirmation required?

The Statement of Confirmation is required when there is a DBE project goal.

It must accompany the Prime Contractor's documentation that is submitted in order for the contract to be awarded.

SAMPLE

DBE Company Y Letterhead



DATE

Prime Company X
555 W. 5th Street
Boise, Idaho 83705

To Whom It May Concern:

This is to inform you that DBE Company Y is aware that they are being committed on Project XYZ for the following work items:

605-020A 10" Storm Sewer Pipe	\$XXX.xx
605-025A 12" Storm Sewer Pipe	\$XXX.xx
605-520A Catch Basin TY3	\$XXX.xx

Sincerely,

DBE Owner

DBE Owner

If this Statement of Confirmation is not provided the contract award can be delayed or denied .

Where is the DBE Statement of Confirmation sent?

The Statement of Confirmation is sent to the Prime Contractor who is committing work items to the DBE Company in order to meet the DBE requirements on a federal-aid project.

The Prime Contractor then submits the Statement of Confirmation to ITD along with the DBE Commitment Form.

It's simple, easy and it's required. So DBEs — make sure that you are getting your DBE Statements of Confirmation in when needed.

Otherwise, it could be your company that causes problems for a Prime Contractor in getting its contracts awarded ... and that impacts everyone!

If a company has questions on the development or requirements of the Statement of Confirmation, contact Julie Caldwell, EEO Contract Compliance Officer, at (208) 334-8458.



Idaho Commerce & Labor Merge to Provide New Services

The state agencies in charge of employment services, job creation, tourism promotion and community development are now a single department called Idaho Commerce & Labor.

"Idaho now has a unified voice when it comes to economic policy and employment issues," said Commerce and Labor Director Roger Madsen. "Governor Kempthorne's goal is to make our state a magnet for business and job creation. This new agency is a step closer to that vision."

Governor Kempthorne first announced the idea of merging the departments of Commerce and Labor during his 2004 State of the State / Budget address. The proposal was reviewed and approved last spring by the

(Continued on page 17)



Inland Northwest AGC

To register or for more information,
call (509) 535-0391
or visit on-line at www.northwestagc.net

10-Hour OSHA Construction Industry

Safety & Health Certification Students will receive an OSHA 10-Hour Construction Safety & Health completion card with special emphasis on topics that are most hazardous in the industry. Topics include scope & application of the Occupational Safety and Health Administration (OSHA) construction standards. September 24 OR November 12, 8am-6pm. *Cost is \$75 for AGC Members; \$125 for non-Members.*

Forklift Safety Training This 4-hour AGC forklift safety training & certification program is specifically designed to OSHA & Washington Industrial Safety and Health Administration (WISHA) requirements. Participants will learn the reasons for training & an overview of forklifts. During this presentation, students study the basic principles of forklift operations, including solid & pneumatic tired machinery. Rough terrain vertical lift & rough terrain telescoping boom forklifts are part of interactive class exercises and are the main components of this instruction. The effects of alternative material handling equipment are discussed. At the conclusion of this training program, participants are required to complete a written

course test. This examination will challenge the individual's knowledge of forklift principles & applications. Certificates of completion & certification cards are awarded to those course participants who successfully complete the program. Forklift operator site-specific evaluations will be required following this course to complete the certification process. *October 1 OR November 19, 8am-Noon. Cost is \$75 for AGC Members; \$125 for non-Members.*

Aerial & Scissor Lift Operator Safety Training

This 4-hour class helps participants to recognize hazards that exist during the operation of aerial & scissor lifts. Most accidents occur when they are used in ways not intended by the manufacturer. This program is designed to increase the operator's knowledge of aerial & scissor lifts, safe operating principals, practices & regulations. Our course provides an introduction to lifts, terminology, inspections, common hazards, safe operations, balance & stability, as well as practical field applications as part of instruction. *October 8 OR November 3, 8am-Noon. Cost is \$75 for AGC Members; \$125 for non-Members.*

Cost Estimating & Advanced Plans Reading

Mondays & Wednesdays, October 11-20, 5-9pm. Cost is \$75 for AGC Members; \$125 for non-Members.

Spokane Business Information Center

To register or for more information,
call (509) 353-2800
or visit on-line at www.spokanebic.org

Basics of Starting a New Business Learn how to start your business with the right legal, tax, insurance and accounting advice. Discover how to start your planning, financial and marketing programs. *October 6, 8am-Noon. Cost is \$25.*

Business Plan: A Roadmap to Success Discover why successful businesses operate with a plan & the steps needed to develop your own plan. A SCORE mentor will be assigned to guide you through the process & evaluate your work as you

(Continued on page 9)



50% Training
Reimbursement
for DBEs



Up to \$300
During
FFY2003



For Registration,
Materials or
Travel Expenses



Both Owners
& Key Staff
are eligible





50% Training
Reimbursement
for DBEs



Up to \$300
During
FFY2003



For Registra-
tion, Materials or
Travel Expenses



Both Owners
& Key Staff
are eligible



(Continued from page 8)

progress. *October 13, 8am-Noon. Cost is \$35 (\$20 for one additional person).*

Loan Briefing Learn what banks & loan officers are looking for when you apply for a business loan. Bring your loan questions! *October 14 OR 28, 11:30am- 2:30pm. FREE.*

Principles of Marketing Learn how to focus on generating revenues. Gain insights into the process of identifying prospective customers & determining how to reach them. *October 20, 8am-Noon. Cost is \$35 (\$20 for one additional person).*

Recordkeeping Basics Gain a better understanding of how & why you keep good business records and the use of financial statements. *October 27, 8am-Noon. Cost is \$35 (\$20 one additional person).*

Spokane Small Business Development Center

To register or for more information,
call (509) 358-7890
or visit on-line at www.spokanebic.org

Motivating Employees for Improved Productivity Learn low cost ideas & proven strategies to motivate & reward employees, including a list of rewards & recognition ideas. Develop time-saving techniques to improve productivity and maximize the hours & labor budget you have with a more productive & motivated workforce. *September 27, 6-9pm. Cost is \$35 (2 people from business can attend for price of 1; however, only 1 set of handouts provided).*

Creating Web Graphics Learn to create professional quality images for use on a website. To be effective, web images need to be clear, sharp, have a good color balance & download quickly; this class teaches you the basics for creating such images. A CD of free/shareware graphics programs is included with the course. The CD also includes the examples that are used in class demonstrations. *September 30, 6-9pm. Cost is \$35.*

Quickbooks Extras Learn how to set up & use

QuickBooks budget & how you can use the budgeting feature to help you plan for the future, as well as understand the costs you have already committed for the fiscal year. Learn to track one or more funds for your organization, separating income & expenses for each fund. Learn how to customize and export reports. Instructor also will cover utilizing QuickBooks "letters" feature for customer, employee & vendor letters. Required: proficiency in QuickBooks. *October 4, 6-9pm. Cost is \$35 (2 people from business can attend for price of 1; however, only 1 set of handouts provided).*

Beginning Recordkeeping This hands-on class is an introduction to basic record keeping (double-entry system). Discussion will center on how & why you keep records. Topics covered will include income & expense summaries, cash controls, cash reconciliation, checkbook registers, balancing bank statements and the benefits of daily/weekly discipline. *October 7 & 14, 6-9pm. Cost is \$50.*

Legal Issues for Small Business Will you organize your business as a sole proprietor, partnership, LLC, S-Corp, or C-Corp? If you need help with this decision, attend this discussion-based workshop that addresses legal entities, basics of contract law & other various legal issues effecting small business. *October 11, 6-9pm. Cost is \$35 (2 people from business can attend for price of 1; however, only 1 set of handouts provided).*

Employer Taxes This class focuses solely on employer-related taxes, including state & federal quarterly reporting. *October 12, 6-9pm. Cost is \$35 (2 people from business can attend for price of 1; however, only 1 set of handouts provided).*

Hiring Smart The employee selection process is a vital first step in insuring a business' profitability & production. Developing a multi-step strategy for "hiring smart" focuses on identifying candidates that fit the organization, the job & legal requirements. These strategies help new employees become productive more quickly, enable employers to provide performance feedback, and increase communication & cooperation among workforce. *October 13, 6-9pm.*

(Continued on page 10)

(Continued from page 9)

Cost is \$35 (2 people from business can attend for price of 1; however, only 1 set of handouts provided).

Is Your Business Idea Feasible? This 3-hour workshop helps you evaluate the feasibility of your idea or market expansion through the use of a business plan process. The business plan is used as a tool to evaluate your idea & assist you in making it real. Statistics show that organizations that produce a written plan & continue to update the plan over time succeed at several times over the national average. *October 18, 6-9pm. Cost is \$40 (2 people from business can attend for price of 1; however, only 1 set of handouts provided).*

Payroll Recordkeeping Learn how to set up an effective system for keeping necessary payroll records including employee records, taxes withholding & quarterly/annual tax deposits. Become familiar with employee procedure manuals and the Immigration & Naturalization I-9 forms. *October 19, 6-9pm. Cost is \$35 (2 people from business can attend for price of 1; however, only 1 set of handouts provided).*

Prebusiness Workshop This 3-hour introductory workshop covers basic start-up information, including licenses & registrations required, resources that are available, and key information for new entrepreneurs to develop, focus & plan strategies. Includes a "Business Resource Kit." *October 20, 6-9pm. Cost is \$35 (2 people from business can attend for price of 1; however, only 1 set of handouts provided).*

Small Business Tax Seminar This course is an introductory seminar on basic tax issues for the small business, whether organized as a sole proprietorship, corporation or partnership. Participating agencies include the SBDC, Washington State Dept. of Revenue, Spokane County Dept. of Assessments & a local accounting firm. *October 21, 9am-4:30pm. Cost is \$20.*

Cash Flow Management Where does the money come from, and where does it go? Understanding & managing your business's cash flow is essential to maintaining a healthy business. This workshop will explore cash management principles & cash flow analysis. Additional time will be spent doing appli-

cation & problem-solving exercises. *October 25 & 26, 6-9pm. Cost is \$50 (2 people from business can attend for price of 1; however, only 1 set of handouts provided).*

North Idaho College
Workforce & Community
Education Division (Post Falls)
To register or for more information,
call (208) 666-8009
or visit on-line www.idahosbdc.org

Work Zone Flagging & Traffic Control Certification The objective of this course is to help flaggers know what their duties are & to provide the maximum protection for themselves & the public. After successful completion of this course you will be issued a flagger card that is valid for 3 years, required by Idaho Transportation Department, and accepted in many other states including Washington, Montana, Oregon & Utah. Includes book. *September 27, 9am-4pm.; OR October 11 & 13, 6-9pm; OR October 25, 9am-4pm. Cost \$54*

Starting a Business in Idaho This workshop will provide Idaho entrepreneurs & new businesses with information to begin operation. It highlights the registration process & the regulatory issues new businesses encounter. *October 1 OR 22, 9-11am. Cost is \$10.*

Business Basics This class will cover key points to help you make your start-up business a success. The class is an overview of the steps necessary for an entrepreneur to look at the entire picture of starting & operating a small business. The class will help you identify your next steps along the path to success. *October 5, 9am-Noon; OR November 3, 6-9pm. Cost is \$25.*

A Link to IRS Record Keeping & Tax Reporting This class is based on the IRS suggestions for small business record keeping & tax reporting. Participants will set-up a simple record keeping system for small business start-ups. Getting a good start on record keeping for tax reporting is an excellent first step for business success. A simple record keeping

(Continued on page 11)



50% Training
Reimbursement
for DBEs



Up to \$300
During
FFY2003



For Registra-
tion, Materials or
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Both Owners
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are eligible





50% Training
Reimbursement
for DBEs



Up to \$300
During
FFY2003



For Registra-
tion, Materials or
Travel Expenses



Both Owners
& Key Staff
are eligible



(Continued from page 10)

kit is included. *October 6, 6-9pm OR November 4, 9am-Noon. Cost is \$35.*

Borrowing for Your Business-Winning the Battle for the Bankers Learn financial strategies to satisfy your working capital requirements, and how to approach various financial sources. This workshop covers equity financing, long- & short-term debt financing, and alternative sources of financing. *October 6, 6-8pm; OR November 10, 9-11am. Cost is \$19*

Defusing Difficult Customers Learn how to understand angry or difficult customers and ways to defuse the situation, deal with emotions, manage stress & provide solutions. *October 11, 6-9pm. Cost is \$21.*

Capital Budgeting, Cash Flow & Bookkeeping for Business Participants will understand critical accounting processes for small business management and learn acceptable capital budgeting methods along with keys to managing cash flow issues, then review basic bookkeeping & documentation requirements. *Mondays, October 11-November 1, 6-9pm (4 sessions). Cost is \$69.*

The New Art of Hiring Smart According to an article in USA Today, 63% of all hiring decisions are made in the first 4.3 minutes of an interview. Yet, a SHRMA survey shows that bizarre behavior, personality traits & work habits are the most important issues to hiring managers. To improve employee recruiting & retention, this course develops a 7-step strategy for hiring smart and focuses on identifying candidates that "fit" the organization & the job. *October 12, 6-9pm. Cost is \$21.*

Basic Business Plan Writing Your company must have a business plan if you expect to succeed in today's tough business world. This workshop will show you how to write a winning business plan, reduce the frustration of starting a business, expand your current enterprise, or even get cash out of your existing business. *October 13, 9am-Noon OR November 19, 6-9pm. Cost is \$25.*

Basic Bookkeeping for Small Businesses This course is intended for those with little or no ac-

counting exposure, and is designed to introduce the basic skills needed to maintain accurate & useful bookkeeping records, Emphasizing the basics of debits & credits and the effect of a transaction on the financial records of a business, this course includes recording daily transactions & creating month-end financial reports. *Mondays & Wednesdays, October 18-November 3, 6-9pm (6 sessions). Cost is \$95.*

Clear Technical Writing Write & edit technical copy for grammar, tone, comprehension, punch & style. Make your copy understandable to all readers, from the CEO to the entry level new-hires. Write a manual that works, or document a process in such a way that anyone can get the job done right, the first time. *Tuesdays & Thursdays, October 19-November 19, 6-9pm (8 sessions). Cost is \$104.*

Marketing Strategies that Fit Your Budget: Marketing 101 The most effective advertising strategies are often not the most expensive. Learn how you can use "guerilla marketing" strategies to grow your business for under \$100. *October 19, 6-9pm. Cost is \$19.*

Creating & Maintaining a Marketing Plan (Your Living Roadmap for Your Small Business) Most small business owners are so busy with the day-to-day management of working IN their businesses, that they never find the time to work ON their business. Pro-actively taking the time to construct a thoughtful marketing plan, which directs the future of the company, is often the difference between success & failure in small business. This course will outline the elements of a successful marketing plan & why it is so critical to small business health. *October 21, 9am-Noon OR November 17, 6-9pm. Cost is \$25.*

Are You Spending Too Much Money on Advertising and Marketing? Marketing 201 How much should you spend on marketing? How much advertising is enough? Regardless of who your message is geared toward, the key is to create an experience in your prospect's mind that is a memorable one. This workshop is a goldmine of valuable no-cost & low-cost marketing secrets & ideas to make yourself known and standout. *October 26, 6-9pm. Cost is \$19.*

Ontario BizCenter

To register or for more information,
Call (541) 881-8822 ex. 356 or visit on-line at
www.bizcenter.org/ontario/orkshops.html

Network Marketing During these 5 classes, you will receive an overview of network marketing, also known as network direct selling or multilevel marketing, and learn about the advantages & disadvantages of this type of business model. Representatives from 6 different network marketing companies in the local area will introduce the class participants to their company, its products & its compensation plan, in addition to informing you as to why they chose this particular business opportunity for themselves. The last class will focus on comparing & evaluating the 6 companies presented. *Mondays, October 4-November 1, 6-9pm. Cost is \$59.*

Business Basics: How To Start Your Own Business Thinking about starting a new business? This one-time class will review the basics necessary to every business, be it home-based, retail, construction or service. Learn about business plans, why you should have one & how to prepare one. The workshop will also cover the legal entities of business, licensing, taxes, recordkeeping, financial resources available & marketing. Learn the basics from a successful small business entrepreneur! *October 5, 9am-Noon OR October 19, 9am-Noon. Cost is \$25.*

Community Spanish: A Survival Guide For English Speakers Designed for persons who want an easy & quick way to learn limited amounts of everyday Spanish. This Command Spanish course is divided into 3 components: Speaking in Spanish; Listening in Spanish & Cross-Cultural Issues. This short-term training will give long-term benefits with a minimal amount of time. You will leave this class prepared to speak & understand small amounts of general & basic Spanish found in most routine interchanges in daily life. In addition, Community Spanish provides basic cultural information about Spanish-speaking groups in the hope of informing & educating English-speakers about unique aspects of Latino culture. *Tuesdays & Thursdays, October 5-28, 3-5pm. Cost is \$139.*

QuickBooks Basics For Home Or Office

Here's an opportunity to learn basic techniques for setting up your own home or business accounts, expenses records, reports, bank deposits & much more. Our instructor is a QuickBooks & accounting expert. This course is part of a series & is a precursor to 3 additional sessions in Winter Term: "Preparing Your Year-end Books", "Quickbooks for Accounts Receivable" & "Quickbooks for Accounts Payable." *Thursdays, October 7-November 18, 6:30-9pm. Cost is \$79.*

Creating Web Pages Building web pages can be a daunting task when you're first starting out. Business owners, here's your chance to learn how to create & maintain your own website. This class will take you from building your first web page to working on an entire website. You will focus on understanding HTML, the language of web pages, as well as getting a general overview of the other tools needed to manage & construct websites. If your business needs more visibility & sales, you can't afford to miss this customized, hands-on, highly interactive class. A good working knowledge of Internet tools and navigation skills are required. *Wednesdays, October 13-December 8, 6-9pm. Cost is \$125.*

Dealing With Difficult Clients While Digging A Foxhole Difficult clients come in all shapes & forms, some are customers, some are employees, some are bosses & some are just there. Using fun & real-life examples, you will learn how to make decisions about "keeping" an on-going relationship, or how to recognize when you are talking to "bad business." *October 13, 6-9pm. Cost is \$79.*

Internet & Email Tools Quick Course Internet and Email Tools Quick Course Played around on the Internet but not sure REALLY how to find things? Want to brush up on your email skills? This course is an overview of how to use the Internet, web browsers, search engines and email tips & techniques. If you just want to brush up on your skills or you have not yet mastered these basic functions, this 2-evening workshop is an excellent start. *October 18 & 25, 6-9pm. Cost is \$32.*



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Both Owners
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Boise Small Business Development Center

For more information, call (208) 426-3875
or visit on-line at www.idahosbdc.org

Beginning Business Workshop An intensive one-day seminar for the absolute beginner at small business. We will cover how to decide on & set up your legal entity, pay taxes, write a business plan & market your new business. *October 9, 8am-4pm. Cost is \$45 (includes boxed lunch).*

Creating a Consulting Practice This training covers establishing the consulting practice, creating the marketing & financial plans, and pricing practices. A review of contracts & agreements typical to the consulting industry, such as engagement letters, consulting contracts, etc. will also be covered. *October 12, 1-4pm. Cost is \$35.*

Putting Your Business Online The Internet is a fact of life. Many people look online before they look in the phone book. Having a website is vital to the life of your small business. But how do you start? What is bandwidth? Web hosts? Search engines? This class will guide you through the maze of the World Wide Web & help you figure out how to put a website online. *October 14, 6:30-8:30pm. Cost is \$39.*

Using Microsoft Outlook This class will focus on utilizing the many functions of Microsoft Outlook to organize your workday. Class is designed to be an open discussion forum on organizational techniques, along with a question & answer period. Teaching guide will be provided. *October 21, 11am-5pm. Cost is \$25 (includes lunch).*

Idaho Associated General Contractors

To register or for more information,
call (208) 344-2531
or visit on-line at www.idahoagc.org

OSHA 10-HR. Course is intended to provide instruction to entry-level participants on a variety of

construction industry safety & health topics with emphasis on hazard identification, avoidance, control & prevention. Participants will also learn about OSHA and become familiar with reading & using the OSHA Standards for Construction. This course is a prerequisite to the 30-Hour. Upon successful completion of the course, attendees will receive an OSHA construction safety & health 10-hour course completion card and a certificate from the Idaho AGC. *Location: Idaho Falls EITC. September 28, 9am-7pm. Cost is \$35 for AGC members; \$150 for non-members.*

CPR/First Aid This class meets all OSHA standards for first aid & CPR. OSHA requires that "a person who has a valid certificate in first-aid training ... be available at the worksite to render first aid." [1926.50 (c)] This certificate is valid for 2 years. Custom classes available, call for additional information. *Location: Idaho Falls EITC. September 29, 1-6pm. Cost is \$15 for AGC members; \$50 for non-members.*

Excavation, Trenching & Soil Mechanics This course focuses on OSHA standards and on the safety aspects of excavation & trenching. Students are introduced to practical soil mechanics and its relationship to the stability of shored & unshored slopes & walls of excavation. Various types of shoring (wood timbers & hydraulic) are covered. Testing methods are demonstrated. Upon completion the participant will receive a certificate of completion from the Idaho AGC. *Location: Idaho Falls EITC. September 30, 8am-5pm. Cost is \$25 for AGC members; \$195 for non-members.*

Mobile Crane/Boom Truck Operator Safety Training & Qualification This course satisfies all state & federal training & qualification requirements as required by OAR 1910.550, WAC 296-155, ANSI B30.5, CALOSHA Title 8, DOE STD1090-99, USACE EM385-1-1 & federal OSHA 29CFR 1910.550. Upon successful completion of this course, you will receive a photo certification/license. *Location: Boise. November 16 & 17, 7:30am-4:30pm. Cost is \$450 for AGC Members; \$475 for non-members.*

Twin Falls Small Business Development Center

To register or for more information,
call (208) 733-9554, ext. 2455

Or visit on-line at
www.csi.edu/support/isbdc/sbdc.html

Introduction to QuickBooks Pro 2004 Designed specifically for Quick Books Pro novices & those who have been using the program but need to make it more **user-friendly**. These workshops will teach you the basics: How to set up a company, handle accounts payable & receivable, tracking & aging, bank reconciling, reporting & payroll. Instruction in this accounting software package will help you save time & organize your business finances. The beginning of class will be spent entirely on setting up a company on Quick Books Pro 2004. Prerequisite: Computer literate & familiar with accounting principles. Those using an older version of Quick Books Pro are encouraged to attend. Class is limited to 15 per session so register early to secure your place. *Thursdays, October 7-21, 6-9pm. Cost is \$100.*

Minority Small Business Workshop - Keys to Your Success! Do you own a business or want to? If you answer YES to either of these questions, you'll want to attend an exciting seminar for Minority business owners on business start-up in South Central Idaho. The key to your business success are based on good planning. Come to this seminar to learn what you can do to plan for that success as a small business in South Central Idaho.

Representatives from CSI's Small Business Development Center, Idaho Department of Transportation's DBE (Disadvantaged Business Enterprise) Program and the US Small Business Administration (SBA) will share information with you on SBA Minority financing opportunities, business planning and other resources available to you.

The co-sponsors of this event are the Small Business Administration, DBE, HUD and CSI's Small Business Development Center. Pre-registration required. Location: Hailey CSI Outreach Center. *October 13, 6-9pm, Cost is \$10.*

Idaho State University College of Technology

Special Programs

To register or for more information,
call (208) 282-3372

Or visit on-line at www.idahosbdc.org

Supervision & Motivation With the baby-boomer generation well into their forties, the labor pool is beginning to shrink. With the improvements in health care in the United States & a declining birth rate, competition to attract & retain good employees will be intense. This unit will cover methods of motivation & the approach supervisors can use to identify, attract, train & retain a productive work source. *Tuesdays, September 28-October 5, 6:30-9:30pm. Cost is \$30.*

Accounting For The Small Business Learn accounting procedures of the past & present. This course will help you analyze whether or not you are spending too much time on one principle of accounting. It will cover warning signs of internal theft & problems one might encounter with the IRS. *September 30, 6:30-9:30pm. Cost is \$16.*

Introduction to Project Management Learn how to define work requirements, the quantity of work & resources required. This course will cover creating a work breakdown structure, building a Gantt chart, preparing budgets & schedules, and tracking & reporting progress. In addition we will discuss the effects of good project communication, team building, time management & managing changes. The course will help you successfully manage your project, regardless of your discipline. *Wednesdays, October 6 & 13, 6:30-9:30pm. Cost is \$60.*

Fatal Errors of Small Business Managers What aspects do managers need to know in order to successfully maneuver through the pitfalls of operating a business? It will cover such topics as getting results, the importance of profit, fire stomping vs. real managing, and other mistakes commonly made by managers. *October 7, 6:30-9:30pm. Cost is \$16.*

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(Continued from page 14)

Vision, Mission & Strategic Planning Good leaders develop goals, objectives & strategic plans and share them with their employees. They know the mission of their organizations and set & live by their values. Get started now in deciding your mission, setting up a strategic plan & learning how to define your goals & objectives, and reviewing your progress. *October 12, 6:30-9:30pm. Cost is \$16.*

Legal & Ethical Issues in Business Do you know what your legal rights & obligations are in running your business? Yes, you can also be personally & professionally ethical. Combining the two can make the difference between success & failure. *October 14, 6:30-9:30pm. Cost is \$16.*

Negotiating Skills Discover the latest in concepts & tools for effective negotiation. Whether you are buying a new car, dividing chores at home, delegating job tasks at work or negotiating a major contract, this course will teach the basic skills to master the negotiation process and maintain integrity & rapport among the negotiators. You will have the opportunity to try out your new skills through a simulated negotiation activity. *October 18, 6:30-9:30pm. Cost is \$16.*

Problem-Solving & Decision-Making Learn the standard management approaches to decision making as well as novel approaches to help alleviate the intimidation experienced in the decision-making process. The information you learn can be applied to family situations, business, government & various other decision opportunities. *Tuesdays, October 19 & 26, 6:30-9:30pm. Cost is \$30.*

Marketing Your Business Successful marketing is more than a newspaper ad or a radio commercial. Learn who & where your customers are and how to find them. Then learn how to budget, plan & develop promotional activities & advertising to increase sales. *October 21, 6:30-9:30pm. Cost is \$16.*

Managing Conflict Conflict is an inevitable part of our life and presents opportunities to develop & enhance interpersonal relationships. This class covers how to deal with employee conflicts, how to determine sources of conflict & how to manage conflict

productively. You will have the opportunity to evaluate your own perceptions & complete a conflict style inventory. Learning to utilize questioning strategies & build rapport with others will be included. *October 25, 6:30-9:30pm. Cost is \$16.*

Writing A Business Plan What is the importance of a business plan? What do you put in your business plan & what do you leave out? This course will help you plan, write & deliver a more effective business plan. *October 28, 6:30-9:30pm. Cost is \$16.*

Pocatello Small Business Development Center

To register or for more information,
call (208) 232-4921

Or visit on-line at www.idahosbdc.org

Small Business Start-up Seminar The Idaho Small Business Development Center offers many free services for entrepreneurs -- whether you just have an idea for a business or need a little boost to get your business moving. Join Tom Maydew as he discusses the basics of starting a business in Idaho. Topics include entrepreneurship, business planning, professional relationships, business entities, requirements for employees & business training opportunities. Though training materials will be provided, attendees are asked to bring note-taking instruments. Class size is limited, so please make early reservations. *October 8, 1-4pm. FREE.*

American Concrete Institute Seminar

To register or for more information,
call (248) 848-3815

or visit on-line at www.concreteseminars.com

Concrete Slabs on Ground Learn to Design, Specify & Build Quality Concrete Floors. This seminar will cover short- and long-term geotechnical concerns, how to avoid floor moisture problems, design low-shrinkage concrete mixtures with good finishability, minimize problems due to curling &

(Continued on page 16)

(Continued from page 15)

shrinkage, minimize joint problems while maximizing economy, design & build any one of the 9 classes of floors, design, specify & build for appropriate F-numbers, troubleshoot slabs, and the differences between the 6 types of slabs on ground. *Spokane, November 9. Cost is \$499.*

Troubleshooting Concrete Floor Problems

Attendees will learn how to avoid or solve these problems: slow drying concrete that delays flooring application, air quality issues related to water vapor emissions, conflicting results from moisture tests, flooring adhesive failures, joint curling, excessive cracking, delaminations or blisters, and bird baths or other drainage problems, and disputes about interpretation of flatness/levelness requirements. *Spokane, November 10. Cost is \$499.*

Lorman Education Services

To register or for more information,
Call (800) 678-3940 or
or visit on-line at www.lorman.com

Understanding The Construction Bidding Process

This seminar will provide an intensive overview of the various processes included in the construction bidding process, how they affect the outcome & eventual project success, and how each of the parties can improve their performance and have a greater opportunity for project success. It is applicable to project owners, architect/engineers, general contractors, subcontractors & their attorneys. Seminar highlights include:

- Advantages & disadvantages of bid vs. alternative delivery methods
- Assembling effective bid documents
- Encouraging appropriate contractor response
- Encouraging the most cost effective bids

Learning objectives:

- Attendee will be able to identify procedural requirements of bidding
- Attendee will be able to discuss legal considerations in bidding
- Attendee will be able to explain mandatory bid requirements.

Portland, October 13. Cost is \$309.

Construction Defect Claims In today's fast-track world of complex construction, too many times problems arise during the course of a project that need to be effectively resolved for all parties concerned. With litigation costs continually on the rise, it is imperative for firms to position themselves to avoid & resolve disputed construction claims. This one-day seminar will furnish valuable instruction regarding construction defect claims in Oregon.

Seminar highlights:

- Allocation of the fault - the consultant's role
- Some new legislation
- Construction defects - avoidance, monitoring & resolution: the construction manager's view
- Coverage & litigation of a construction defects case

Learning objectives:

- Attendee will be able to identify the consultant's role when dealing with allocation of fault
- Attendee will be able to identify new legislation
- Attendee will be able to identify coverage and litigation aspects of a construction defects case

Portland, November 17. Cost is \$299.

Advanced Judgment Enforcement This seminar includes a practical overview on collection, including credit checks, settlement, litigation & bankruptcy. It also provides updates on recent changes in the law. This seminar will help persons new to the Utah collection process as well as experienced professionals looking for updates in the law as well as alternative procedures to resolve creditor rights issues. Seminar highlights:

- What to do when a debtor files bankruptcy
- Commercial litigation issues
- Compliance with the Federal Fair Debt Collection Practices Act
- Contents & Effect of a final judgment

Learning objectives:

- Attendee will be able to discuss what to do when a debtor files bankruptcy.
- Attendee will be able to identify differences between enforceable and unenforceable contracts.
- Attendee will be able to review the effects of bankruptcy collections.

Salt Lake, November 11. Cost is \$329.



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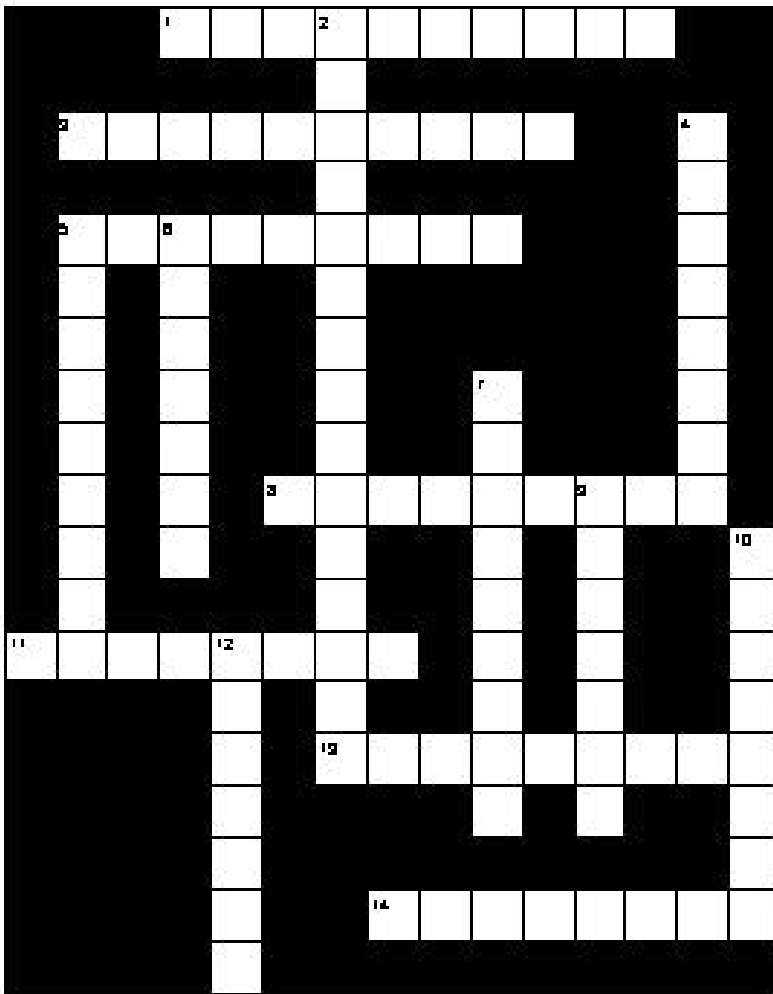


September Crossword

Down

2. CONCRETE FLOOR TRAINING.
4. NEW RULE FROM DOL.
5. KNOWS 2.
6. MICROSOFT TRAINING.
7. ITD-2396.
9. PLANS FOR TWIN.
10. TRAINING AT INLAND NW AGC.
12. POCA TELLO SEMINAR.

by **Debby
McCarthy**



Across

- | | | |
|----------------------------------|---------------------------|-----------------------------------|
| 1. DBE
CONFIRMATION
PAPER. | 5. TECHNOLOGY
FOR CTC. | 13. NEEDED FOR
US-91. |
| 3. INFORMATION
FROM FHWA. | 8. BECK IS HERE. | 14. EMPLOYER JOB
ENTRY SYSTEM. |
| 11. SBA'S 7(a) LOAN
PROGRAM. | | |

(MERGE, Continued from page 7)

Idaho Legislature.

The department will introduce several services today including:

- cl.Idaho.gov - Access to agency services for job seekers, businesses and local communities can be found at a new, combined agency web site.
- Employer Job Entry System - Employers can post and manage job listings, review candidates and screen applicants, all on the Internet and at no cost.
- Idaho Land & Building Inventory - A new web-based application markets properties available for business relocation or expansion.

- business.idaho.gov - A one-stop, multi-agency Internet portal features links to agencies, resources and permits necessary for starting and operating a business in Idaho.
- Idaho Business Registration System. Part of business.Idaho.gov, this system allows companies to register with the appropriate agencies and to obtain permits necessary for operating a business in Idaho.
- iLMI - A comprehensive web site of labor market information used to analyze the relationship between labor demand and supply.

Learn about these services and more on the Internet at cl.Idaho.gov.



Invitations to Bid

Legrand Johnson Construction Co.

is requesting quotations for the project listed below:

US-91, Utah State Line to Preston

STP—1490(106)

Bid Date 9/28/2004

Items of work in which we are requesting:

Concrete items
Concrete Structures
Curb & Gutter
Fence
Flagging

Traffic Control
Guardrail
Delineators
Signs
Pipe Work

Pipe Boring
Trucking
Trucking
Traffic Paint
Seeding

Contact: **Jeff Davis**, LeGrand Johnson Construction Co., P.O. Box 242, Logan, UT 84323

Phone: (435) 752-2000 ext. 211 FAX: (435) 752-2968

Debco Construction

is bidding the following Idaho Transportation Department project and is requesting quotes from all DBE suppliers and subcontractors:

Airport Road, Twin Falls, Stage 1

Project STP-2735(100)

Twin Falls County

Bidding Sept 28, 2004 at 2:00 pm MDST

Contact Person: **Bob LaFontaine**

Phone: (208) 476-3617 FAX: (208) 476-3226

e-mail: bob@debcousa.com

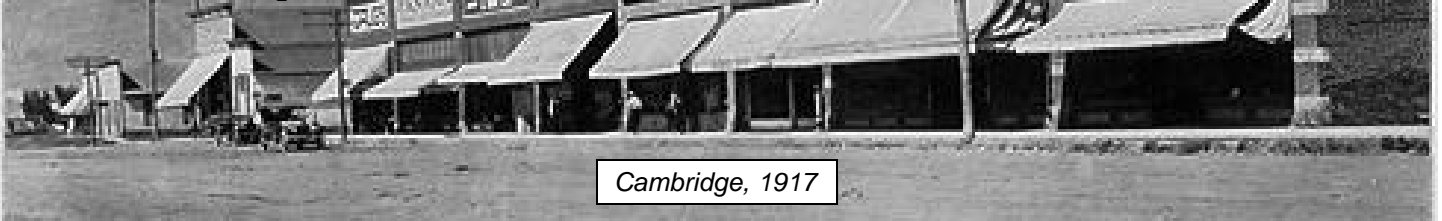
Prime Contractors!

Need to advertise for DBEs? You can do this through DBE Supportive Services. Your "Invitations to Bid" or "Requests for Proposal" will be posted on our at www.itd.idaho.gov/civil/invitations.htm. And, time permitting, they will also be published in our monthly newsletter. In addition, copies of your "Invitations to Bid" for ITD highway construction projects will be inserted in ITD plan sets being mailed out to DBEs from DBE Supportive Services.

DBEs!

Don't forget to check our website regularly for these advertisements. Another great source for finding advertisements for DBEs is the Idaho Chapter of the Associated General Contractors (AGC) at www.idahoagc.org/dbeadvertisements.htm.

Current Idaho Transportation Department Highway Construction Projects



Cambridge, 1917

For the quickest, most complete notification of these projects as they are put out for bid, visit ITD's "Contractor Information Page" at www.itd.idaho.gov/design/contractors/contrinfo.htm

This excellent resource features *Notice to Contractors*, which alerts you to all upcoming federal-aid and state highway construction projects let through ITD, and list specific details and quantities, the names of resident engineers, and a brief description of the work to be performed.

Also included is: *90 Day Bidding Forecast*, *Planholder Lists* (updated daily), *Bid Result and Bid Abstract Information*, and *Contract Award Information*.

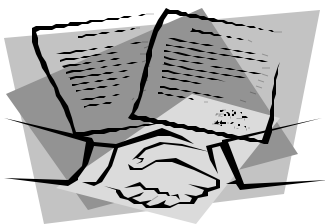
Best of all, this information is **FREE** on the Internet.

However, if you don't have Internet access, you can also subscribe to ITD's **Notice To Contractors** by calling (208) 334-8430 (1-800-732-2098 within Idaho). There is an annual \$40 fee to cover postage fees.

Certified DBEs are encouraged to contact DBE Supportive Services at (208) 334-4442 for free ITD Plans & Specifications if interested in bidding as a subcontractor.

Limit of ONE set of plans per project per DBE firm.

KEY #	PROJECT NAME	BID DATE	COUNTIES	DESCRIPTION	DBE GOAL
7165	Craigmont to Culdesac	9/28/04	Nez Perce & Lewis	Constructing CRABS overlay, illumination, Road Weather Information System-Environmental Sensor Station (RWIS-ESS), ATR Traffic Counter, metal guardrail & concrete guardrail on US-95 MP 273.900 to MP 291.358.	N/A
7679	Airport Road, Twin Falls, Stage 1	9/28/04	Twin Falls	Reconstructing 1.13 miles of roadway & replacing Highline Canal Bridge.	6%
7750	Utah State Line to Preston	9/28/04	Franklin	Reconstructing US-91 MP 0.00-MP 7.8, including grading, drainage, base, plantmix, wick drains, settlement monitoring, wetland mitigation, bridges at Cub River, Cub overflow, Cub Canal & Spring Creek; curb, gutter, sidewalks, illumination, storm drains & pavement marking.	10%
8806	950 West Road to Paul	10/05/04	Minidoka	Rehabilitation on SH-25 MP 42.470 to MP 45.693, including bridge replacement at "C" Canal Structure on SH-25 MP 44.00.	N/A
6308	Bear River Bridge, N. of Preston	10/19/04	Franklin	Removing existing bridge & construction of new, wider bridge, including approaches, removal & replacement of guardrail, erosion control, paving, sealcoat, portable traffic signal system & construction of historic pullout area on US-91.	9%
8313	Chilco Road, Kootenai County	10/19/04	Kootenai	Reconstructing Chilco Road from Ramsey Road to 0.6 mile west of US-95.	6%



ITD Highway Construction Awards

For Bid Result Information, call (208) 334-8585, or visit on-line at www.itd.idaho.gov/design/contractors/br.htm. Abstracts are also available for projects with more than one bidder.

Award Date	Dist	Project Name	Key #	Project #	Contractor	Amount
8/09/04	3	Banks to Lowman Hwy Slide	9316	ER-3824(101)	Hi-Tech Rockfall Construction, Inc.	\$426,985.00
8/04/04	1	Rathdrum Creek Bridge	6629	ST -5180(604)	N. A. Degerstrom, Inc.	\$785,062.65
8/11/04	5	12th Street Bridge, McCammon	7732	BROS-0300(138)	Cannon Builders, Inc.	\$270,767.00
8/12/04	1	Kootenai City Streets, Various	7206	CM-0900(114)	Interstate Concrete & Asphalt	\$205,561.57
8/13/04	5	Fish Creek Pass NR Lava Hot Springs	8445	NH-1480(118)	Apply-A-Line Inc.	\$328,802.20
8/13/04	4	FY05 District-Wide Sealcoats	9323	ST -2350(618)	Kloepfer Inc.	\$815,892.35
8/16/04	4	Mammoth Cave to Richfield Canal	8254	ST -2390(689)	LeGrand Johnson Const. Co.	\$2,119,809.73
8/19/04	1	Int. Kootenai Cutoff Road	8214	ST -5120(631)	Interstate Concrete & Asphalt	\$895,269.50
8/14/04	3	FY04 ACHD Overlays	8961	STP-0003(163)	Central Paving Co. Inc.	\$484,790.80
8/25/04	1	Upper Pack River Road Stage 2	8730	CM-0900(125)	Interstate Concrete & Asphalt Co., Inc.	\$184,307.12
8/26/04	1	Huetter East-Bbound POE	8211	ST -90-1(554)9	TML Const., Inc.	\$246,566.00
9/02/04	1	Wolf Lodge Creek Bridge S of I-90	0558	BRS-5726(008)	Harcon Inc.	\$1,340,219.58
9/03/04	4	Hailey to Ketchum	9362	ST -2390(710)	Idaho Sand & Gravel Co.	\$1,995,199.70
9/07/04	4	FY04 Interstate Bridge Repair	8365	IM-84-3(070)168	Cannon Builders, Inc.	\$557,871.50
9/07/04	5	FY04 District-wide NHS Guardrail	8442	NH-0005(127)	Marcon, Inc.	\$1,986,372.76
9/07/04	4	FY04 District-wide Guardrail	8678	STP-0004(120)	Marcon, Inc.	\$513,824.58
9/10/04	5	Bear River Bridge W of Georgetown	6282	BROS-0400(100)	Idaho Construction Co., Inc.	\$1,047,218.60
9/10/04	3	Pavement Overlays	8492	STP-0003(153)	Valley Paving & Asphalt, Inc.	\$1,361,449.38

For scheduling or project-related questions, please call our District Offices:

District 1 Coeur d'Alene (208) 772-1200
 District 2 Lewiston (208) 799-5090
 District 3 Boise (208) 334-8300



District 4 Shoshone (208) 886-7800
 District 5 Pocatello (208) 239-3300
 District 6 Rigby (208) 745-7781

Next time you're on-line, *be sure* to visit the USDOT's Federal Highway Administration's

Western Federal Land Highway Division Procurement Information Page

It contains a WEALTH of information about Western Federal Land Projects, including:

Solicitation Summary List Planholder Lists Bid Tabs Contract Awards Bid History

www.wfl.fha.dot.gov/edi

NON-ITD HWY PROJECT BID OPENINGS

The following is a listing by ITD's DBE Supportive Services from information obtained from other sources including the Idaho Business Network.

These project listings are to be used only for informational purposes by certified DBEs. DBE Supportive Services has not verified the information posted for each project, and cannot guarantee it. DBE Supportive Services does not hold plans or specifications for these projects. The projects may not have DBE goals, depending on the owning agency.

Please refer to the contact name listed on each project for further information, and for complete specifications.

<u>Bid Open Date</u>	9/28/2004	<u>Project Name</u>	165 Roosevelt, Pocatello, ID
<u>Brief Description</u>	Work items incl. gutters, storm windows, paint, foundation repair, stump removal, demolition of west facing addition, bathroom, handrails, kitchen repairs, & foundation retaining walls.		
<u>Location</u>	Pocatello, ID		
<u>Project Owner</u>	Pocatello Neighborhood Housing Services		
<u>Plans/Specs Address</u>	Attn: Robert L. Wallace, 206 N. Arthur, Pocatello, ID 83204		
<u>Contact</u>	Robert L. Wallace	<u>E-mail</u>	
<u>Phone</u>	(208) 232-9468	<u>ext</u>	<u>FAX</u> <u>Website</u>
<u>Bid Open Date</u>	9/28/2004	<u>Project Name</u>	Mickinnick Trail No. 13
<u>Brief Description</u>	New construction of approx. 17,880 lf trail tread, incl. clearing, grubbing, switchbacks & excavation. Work will be done at locations staked on ground or as shown on project log.		
<u>Location</u>	Sandpoint RD, Sandpoint, ID		
<u>Project Owner</u>	USDA Forest Service		
<u>Plans/Specs Address</u>	R-1 Idaho Panhandle National Forest, 3815 Schreiber Way, Coeur d'Alene, ID, 83815-8363		
<u>Contact</u>	Idaho Panhandle National Forests	<u>E-mail</u>	r1_ipnf_aqm@fs.fed.us
<u>Phone</u>	(208) 765-7284	<u>ext</u>	<u>FAX</u> (208) 765-7229 <u>Website</u>
<u>Bid Open Date</u>	9/29/2004	<u>Project Name</u>	1018 E. Wyeth
<u>Brief Description</u>	Project incl. replacing exterior doors, entry deck, gas furnace replacement, electrical work, kitchen remodel & cleanup.		
<u>Location</u>	Pocatello, ID		
<u>Project Owner</u>	Pocatello Neighborhood Housing Services		
<u>Plans/Specs Address</u>	Attn: Robert L. Wallace, 206 N. Arthur, Pocatello, ID 83204		
<u>Contact</u>	Robert L. Wallace	<u>E-mail</u>	
<u>Phone</u>	(208) 232-9468	<u>ext</u>	<u>FAX</u> <u>Website</u>
<u>Bid Open Date</u>	9/30/2004	<u>Project Name</u>	Barbed Wire Fence Master Solicitation 2004
<u>Brief Description</u>	Solicitations now posted at http://ideasec.nbc.gov . You must retain Master Solicitation for use w/all future Quoters Packages. As projects come along BLM will send out only project specifics. All other clauses, terms & conditions applicable to project are located in Master Solicitation.		
<u>Location</u>	Statewide Idaho		
<u>Project Owner</u>	USDI Bureau of Land Management		
<u>Plans/Specs Address</u>	BLM Idaho State Office, 1387 S Vinnell Way, Boise ID 83709		
<u>Contact</u>	Patricia A. Fort	<u>E-mail</u>	Pat_Fort@blm.gov
<u>Phone</u>	(208) 373-3910	<u>ext</u>	<u>FAX</u> <u>Website</u> www1.epa.gov/spg/DOI/BLM/NBC/D

<u>Bid Open Date</u>	9/30/2004				<u>Project Name</u>	Reroof Building 810, Division of Military, Boise, Idaho		
<u>Brief Description</u>	Incl. removal of the existing gravel ballast, wall flashing, curb flashing & single-ply membrane, installing new single-ply roofing membrane, separation sheet, interlocking concrete paver ballast, new wall & curb flashings & other work as described on drawings & specifications.							
<u>Location</u>	Boise, ID							
<u>Project Owner</u>	Idaho Division of Public Works							
<u>Plans/Specs Address</u>	502 N. 4th Street, Boise, ID 83702							
<u>Contact</u>				<u>E-mail</u>				
<u>Phone</u>		<u>ext</u>		<u>FAX</u>		<u>Website</u>		
<u>Bid Open Date</u>	10/2/2004		<u>Project Name</u>	Cultural Resources Monitoring of Archaeological Sites				
<u>Brief Description</u>	Cultural Resources Monitoring of Archaeological Sites in Dworshak Dam & Reservoir. Work will consist of minor restructuring of existing monitoring program, completion of multiple year monitoring activities at Dworshak Reservoir and development of final comprehensive monitoring report. Work will start w/base year w/option on part of Government to renew for 4 additional 1-year periods.							
<u>Location</u>	Dworshak Dam & Reservoir, ID							
<u>Project Owner</u>	US Army Corps of Engineers							
<u>Plans/Specs Address</u>								
<u>Contact</u>	Jani Long			<u>E-mail</u> jani.c.long@usace.army.mil				
<u>Phone</u>	(509) 527-7209	<u>ext</u>		<u>FAX</u>		<u>Website</u> http://www.nwww.usace.army.mil/ebs/		
<u>Bid Open Date</u>	10/2/2004		<u>Project Name</u>	Monitoring of Archaeological Sites in Dworshak Dam & Reservoir				
<u>Brief Description</u>	Minor restructuring of existing monitoring program, completion of multiple year monitoring activities at Dworshak Reservoir & development of final comprehensive monitoring report. Work will start w/base year w/option on part of Government to renew for 4 additional 1-year periods.							
<u>Location</u>	Walla Walla, WA							
<u>Project Owner</u>	US Army Corps of Engineers							
<u>Plans/Specs Address</u>	US Army Engineer District, Walla Walla, 201 N. Third Avenue, Walla Walla, WA 99362-1876							
<u>Contact</u>	Jani Long			<u>E-mail</u> jani.c.long@usace.army.mil				
<u>Phone</u>	(509) 527-7209	<u>ext</u>		<u>FAX</u>		<u>Website</u> www.eps.gov/spg/USA/COE/DACA6		
<u>Bid Open Date</u>	10/4/2004		<u>Project Name</u>	City of Caldwell				
<u>Brief Description</u>	Parking Lot, Town Plaza.							
<u>Location</u>	Caldwell, ID							
<u>Project Owner</u>	City of Caldwell							
<u>Plans/Specs Address</u>								
<u>Contact</u>	Adam Garcia, Olsen & Associates			<u>E-mail</u>				
<u>Phone</u>	(208) 466-2212	<u>ext</u>		<u>FAX</u>		<u>Website</u>		
<u>Bid Open Date</u>	10/5/2004		<u>Project Name</u>	Middleton Road Sewer				
<u>Brief Description</u>	Incl. construction of sanitary sewer improvements on Middleton Road incl. approx. 680 lf 18" sewer pipe, 650 lf 12" sewer pipe, 120 lf pipe jacking across Hwy 44, manholes, asphalt surface repair & other related items.							
<u>Location</u>	Middleton, ID							
<u>Project Owner</u>	City of Middleton							
<u>Plans/Specs Address</u>	PO Box 487, Middleton, ID 83644							
<u>Contact</u>	Holladay Engineering			<u>E-mail</u>				
<u>Phone</u>	(208) 642-3304	<u>ext</u>		<u>FAX</u>		<u>Website</u>		

<u>Bid Open Date</u>	10/7/2004	<u>Project Name</u>	Bid Packages #34 & #35, West Campus First Academic Building, BSU, Nampa		
<u>Brief Description</u>	Incl. providing & installing audio/visual equipment packages in First Academic Classroom Building, currently under construction on BSU West Campus, Nampa.				
<u>Location</u>	Boise State University, Nampa, ID				
<u>Project Owner</u>	Idaho Division of Public Works				
<u>Plans/Specs Address</u>	502 N. 4th Street, Boise, ID 83702				
<u>Contact</u>	Jan P. Frew		<u>E-mail</u>		
<u>Phone</u>		<u>ext</u>	<u>FAX</u>	<u>Website</u>	

<u>Bid Open Date</u>	10/8/2004	<u>Project Name</u>	Family & Social Services		
<u>Brief Description</u>	Family & Social Services				
<u>Location</u>	Boise, ID				
<u>Project Owner</u>	Idaho Health & Welfare				
<u>Plans/Specs Address</u>					
<u>Contact</u>	Brenda Evans		<u>E-mail</u>	evansb@idhw.state.id.us	
<u>Phone</u>	(208) 455-7025	<u>ext</u>	<u>FAX</u>	(208) 454-7637	<u>Website</u>

<u>Bid Open Date</u>	10/8/2004	<u>Project Name</u>	Identification of Traditional Cultural Properties		
<u>Brief Description</u>	Compliance requirements incl. cultural resources site survey & identification, evaluation, protection, collections curation, and development of public awareness programs (National Historic Preservation Act of 1966, as amended).				
<u>Location</u>	US Army Engineer District, Walla Walla, WA				
<u>Project Owner</u>	US Army Corps of Engineers				
<u>Plans/Specs Address</u>	US Army Engineer District, Walla Walla, 201 N. Third Avenue, Walla Walla, WA 99362-1876				
<u>Contact</u>	Jennifer Christensen		<u>E-mail</u>	jennifer.r.christensen@usace.army.mil	
<u>Phone</u>	(509) 527-7206	<u>ext</u>	<u>FAX</u>	<u>Website</u>	www.eps.gov/spg/USA/COE/DACA6

<u>Bid Open Date</u>	10/14/200	<u>Project Name</u>	District 6 Headquarters Addition, Rigby		
<u>Brief Description</u>	Rebuilding approx. 8,000 sq ft section between 1971 & 1989 building additions. Renovation replaces original 1952 building. Work also incl. replacement of some existing windows, façade upgrade & over-building existing roof w/trusses on 1989 building addition. Installation of ADA lift to allow access to Design Group on upper level & training room in basement in 1971 building addition				
<u>Location</u>	Rigby, ID				
<u>Project Owner</u>	Idaho Division of Public Works				
<u>Plans/Specs Address</u>	ITD District Six Headquarters Building, Rigby, ID				
<u>Contact</u>	Jan P. Frew		<u>E-mail</u>		
<u>Phone</u>		<u>ext</u>	<u>FAX</u>	<u>Website</u>	

<u>Bid Open Date</u>	10/30/200	<u>Project Name</u>	National Recreational Use Monitoring		
<u>Brief Description</u>	Recreation use monitoring for Caribou-Targhee National Forests in southeast Idaho & western Wyoming. Work involves performing user surveys of recreating public at designated locations & timeframes on National Forest System Lands during fall, winter, spring& summer seasons of 2004 & 2005. Work involves 250 survey dates in specified timeframes 12/4/04-9/30/05. Est. start 12/04/04.				
<u>Location</u>	Caribou-Targhee National Forests				
<u>Project Owner</u>	USDA Forest Service				
<u>Plans/Specs Address</u>	R-4 IDAWY Acquisition Service Center, 1405 Hollipark Drive, Idaho Falls, ID, 83401				
<u>Contact</u>	Dallas Hoffer		<u>E-mail</u>	dhoffer@fs.fed.us	
<u>Phone</u>	(208) 557-5834	<u>ext</u>	<u>FAX</u>	(208) 557-5829	<u>Website</u> http://www.eps.gov/spg/USDA/FS/0

<u>Bid Open Date</u>	12/1/2004	<u>Project Name</u>	City of Ririe
<u>Brief Description</u>	Wastewater System Improvements. Est. \$1,814,000.		
<u>Location</u>	Ririe, ID		
<u>Project Owner</u>	City of Ririe		
<u>Plans/Specs Address</u>			
<u>Contact</u>	Paul Scoresby, Schiess & Associates	<u>E-mail</u>	
<u>Phone</u>	(208) 522-1244	<u>ext</u>	<u>FAX</u>
		<u>Website</u>	

<u>Bid Open Date</u>	12/1/2004	<u>Project Name</u>	MT PFH 73-1(5), Pioneer Mountains Scenic Bypass
<u>Brief Description</u>	Being considered for total HUBZone Small Business Set-Aside. Consists of 6.88 km of grading, drainage, base, paving, structure, 2 bridges.		
<u>Location</u>	60 km NW of Dillon, MT		
<u>Project Owner</u>	Federal Highway Administration		
<u>Plans/Specs Address</u>	Western Federal Lands Highway Division, 610 East Fifth Street, Vancouver, WA, 98661-3801		
<u>Contact</u>	Western Federal Lands Highway Division	<u>E-mail</u>	contracts@wfl.fha.dot.gov
<u>Phone</u>	(360) 619-7520	<u>ext</u>	<u>FAX</u> (360) 619-7932
		<u>Website</u>	www1.epa.gov/spg/DOT/FHWA/WF

September is Hispanic Heritage Month!

Random Samples of Hispanic American History ...

In 1912, New Mexico entered the union as an officially bilingual state. The new state authorized and provided funds for voting in both Spanish and English, as well as for bilingual education. Article XII of the state's constitution also prohibited segregation for the children of "Spanish descent."

In 1932, Benjamin Nathan Cardozo became the first Hispanic named to the US Supreme Court.

In 1988, President Reagan appointed Dr. Lauro Cavazos as Secretary of Education, the first Hispanic ever to become a member of a presidential cabinet.

In 2003, Hispanics are pronounced the nation's largest minority group after new Census figures are released showing the US Hispanic population at 37.1 million as of July 2001.



Your September Newsletter is Here!

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